



DEPARTMENT OF VETERANS AFFAIRS
DELEGATED EXAMINING UNIT
Greater Los Angeles Healthcare System
11301 Wilshire Boulevard
Los Angeles, CA 90073

In Reply refer to: 691/05DEU
Tel: (310) 268-4150
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EXAMINING ANNOUNCEMENT: **VA-1-SR-4**
OPEN UNTIL FURTHER NOTICE
NO WRITTEN TEST REQUIRED
GS-675-5/6/7

OPPORTUNITIES FOR EMPLOYMENT

AS A

MEDICAL RECORDS TECHNICIAN

WITH THE

DEPARTMENT OF VETERANS AFFAIRS

“America is # 1—Thanks to our Veterans”

LOCATION OF POSITIONS: Most of the jobs will be at the Veterans Affairs Medical Centers and Clinics located in Northern and Southern California and Nevada, and some positions may be located in Hawaii, Samoa and Guam.

DESCRIPTION OF DUTIES: Medical Record Technicians analyze medical records for completeness, consistency, and compliance with requirements; code medical record information, and retrieve and compile medical record data. The work requires application of a practical knowledge of medical terminology, anatomy, physiology, and internal organization and consistency of the medical record, medical record references and procedures, and the medical and legal significance of medical records.

EXPERIENCE REQUIREMENTS: Candidates must have had qualifying experience, including pertinent unpaid or volunteer experience, as shown below, except for the substitution of education:

<u>GRADE</u>	<u>GENERAL EXPERIENCE</u>	<u>SPECIALIZED EXPERIENCE</u>	<u>TOTAL YEARS</u>
GS-5	2 years	1 year	3 years
GS-6	2 years	2 years	4 years
GS-7	2 years	3 years	5 years

GENERAL EXPERIENCE: This is experience which has provided (a) knowledge of clerical procedures that would be helpful in developing skill in medical record technician work or (b) background knowledge of the medical environment or hospital procedures. Such experience may have been gained in positions such as general clerk, file clerk, or typist; correspondence or statistical clerk, nursing assistant or practical nurse; medical or x-ray technician, medical corpsman or dictating machine transcriber.

SPECIALIZED EXPERIENCE: This is experience that has provided candidates with a basic knowledge of medical terminology and medical record procedures and techniques. Specialized experience equivalent to the GS-4 level may have been gained in positions such as medical record clerk, admission or discharge clerk, statistical clerk, coding clerk, medical administrative specialist (military experience) or dictating machine transcriber (of medical information).

GS-5: For eligibility at grade GS-5, at least 1 year of the required experience must have been comparable in difficulty and responsibility to the GS-4 level. At least 6 months of this experience at the GS-4 level must have been specialized experience that included the analysis of medical records for completeness, consistency, and compliance with requirements.

GS-6 and 7: For eligibility at grades GS-6 and GS-7, at least 1 year of the required specialized experience must have been comparable in difficulty and responsibility to the next lower grade in the Federal service, or 2 years comparable to the second lower grade in the Federal service.\

For any grade, the required amount of experience and education will not itself be accepted as proof of qualification for a position. The candidate's record of experience and education must demonstrate that the candidate possesses the ability to perform the duties of the position.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

1. Successful completion of 2 years of study in an accredited junior college, college, or university may be substituted for 2 years of general experience.
2. Successful completion of a course for (a) medical technicians, (b) hospital corpsmen, (c) medical service specialists, or (d) hospital training, obtained in a training program given by the Armed Forces or the US Maritime Service under close medical and professional supervision, may be substituted on a month-for-month basis for up to a total of 1 year of general experience.
3. Successful completion of post-high school course of study in medical record technology, which included course work in anatomy, physiology, and medical techniques and procedures, may be substituted for specialized experience on a month-for-month basis for up to a total of 1 year of specialized experience e.
4. Successful completion of post-high school courses for medical administrative personnel, obtained in a closely supervised training program given by the Armed Forces, may be substituted for specialized experience on a month-for-month basis for up to a total of 6 months experience. The training must have included courses in anatomy, physiology, and medical techniques and procedures.

Post-high school education or training which is acceptable under these standards may be substituted for part of the required experience on a pro-rata basis.

BASIS OF RATING : Ratings will be based upon an evaluation of experience, education and training. Be sure to include on the application form **DETAILED** information about duties performed on each job, percentage of the time spent performing each duty, and courses and other training completed.

TERMS OF ELIGIBILITY: Candidates will receive employment consideration for 12 months from the date of the eligibility letter. Eligibility may be extended for an additional 12-month period by submitting updated qualifications information after 10 months of eligibility.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates for Federal employment receive consideration without regard to race, religion, color, sex national origin, political affiliation, age (with statutory exceptions), or any other non-merit factor.

WHAT TO FILE: SUBMIT THE FOLLOWING FORMS:

It remains the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The Veterans Administration assumes no responsibility for the late delivery of applications (i.e., postal service delays, computer system or fax machine is down at the sending or receiving location, etc.)

APPLICATIONS MAILED IN GOVERNMENT FRANKED ENVELOPES WILL NOT BE ACCEPTED FOR EMPLOYMENT CONSIDERATION. FAXES RECEIVED FROM FEDERAL GOVERNMENT AGENCIES WILL NOT BE ACCEPTED.

1. Optional Form 306 **plus** Optional Form OF 612 or resume (or any other written format). For resumes the following information must be included. Please give the name and address of your employer(s), give the dates (starting and ending month/year) you were employed, the average number of hours worked per week and describe the duties you performed. Be sure to include all of your experience and related experience, including

time spent in the Armed Forces and any other non-paid work experience. You must show the lowest salary or grade level you are willing to accept.

2. **Provide beginning and ending dates of employment and the average number of hours worked per week for each position listed on your application or resume.**
3. **Applicants must provide their Social Security Number in order to have their application package accepted.**
4. A copy of college transcripts if you are qualifying on the basis of education or a combination of education and experience.
5. If you are applying for Veterans Preference, submit a copy of your DD-214. If applying for 10 Point Veterans preference, submit a copy of your DD-214 along with Standard Form 15 with appropriate proof dated within the last 12 months.

(VETERANS PREFERENCE)

- *During the period December 7, 1941 to July 1, 1955.*
 - *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
 - *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*
 - *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each military department must decide which members are eligible.*
 - *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
 - *In a campaign or expedition for which a campaign medal has been authorized,*
 - *including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
 - *Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*
6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:
 - A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not

- passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
- B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
 - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
 - D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
 - E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 - F. Be rated well qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 80.0 or above (not including veteran's preference points) will be considered "well-qualified."
7. If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Program (ICTAP). To receive this priority consideration you must:
- A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.
 - 1. Current or former career or career conditional (tenure group I or II) competitive service employee who:
 - a. Received a RIF separation notice, or
 - b. Separated because of compensable injury whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - c. Retired with a disability and whose disability annuity has been or is being terminated.
 - d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a standard Form 50 that indicates "Retirement in lieu of "RIF", or
 - e. Retirement under the discontinued service retirement option; or
 - f. Was separated because he/she declined a transfer or function or directed reassignment to another commuting area.
 - 2.
 - a. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or
 - b. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

- c. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
- d. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- e. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- f. Be rated well qualified for the position. To be considered well qualified you must earn the score cut-off of 80.0 (prior to the assignment of veteran's preference points) which distinguishes well-qualified candidates from minimally qualified candidates on the rating criteria developed for the position.

8. Listed below are tasks that are commonly performed by Medical Records Technicians. Please circle the letter corresponding to those tasks you have performed **on your own** (you may list those tasks on a separate sheet of paper):

- A. Assisting physicians in medical care audits by abstracting, analyzing and reporting medical record audit results.
- B. Serving as Quality Controller of medical records at a hospital or clinic.
- C. Retrieving or supervising the retrieval of medical information for research purposes.
- D. Supervising the functions of a medical records department at a small to medium hospital or clinic.
- E. Conducting orientation programs for new personnel.
- F. Assisting in the retrieval of information for research purposes.
- G. Supervising the compiling and maintenance of statistical data abstracted from medical records.
- H. Supervising the coding of diagnosis in accordance with current disease classifications.
- I. Maintaining diagnostic, operative, and other indexes and abstracting data from these indexes for research projects.
- J. Relating an operation to the proper diagnosis when there are multiple diagnosis.
- K. Making determinations as to the most appropriate code(s) to describe surgery (from several surgery codes).
- L. Analyzing the consistency of medical records that involve a wide range of injuries, diseases and medical and surgical procedures.
- M. Preparing routine correspondence to insurance companies, welfare agencies and physicians concerning information in medical records.
- N. Reviewing medical records for completeness and internal consistency.
- O. Selecting and compiling diagnostic, therapeutic, surgical and other information for use in preparing special registers and reports.

- P. Tumor registry experience.
Q. Cancer registry experience.

9. Respond to the following questions:

1. Do you have experience with ICD-9CM (International Classification of Diseases, 9th Edition, Clinical Modification)?
_____Yes _____No

IF YOU RESPONDED YES, PLEASE PROVIDE THE FOLLOWING:

1a. Name and address of employer where experience was gained

1b. Name and phone number of supervisor.

2. Do you have experience with DSM-III-R (Diagnostic & Statistical Manual of Mental Disorders)?
_____Yes _____No

IF YOU RESPONDED YES, PLEASE PROVIDE THE FOLLOWING:

2a. Name and address of employer where experience was gained

2b. Name and phone number of supervisor

3. Do you have experience using DRG (Diagnostic Related Group)?
_____Yes _____No

IF YOU RESPONDED YES, PLEASE PROVIDE THE FOLLOWING:

3a. Name and address of employer where experience was gained

3b. Name and phone number of supervisor.

4. Do you have experience using CPT4 (Current Procedural Terminology)?
_____Yes _____No

IF YOU RESPONDED YES, PLEASE PROVIDE THE FOLLOWING:

- 4a. Name and address of employer where experience was gained

- 4b. Name and phone number of supervisor.

- 10. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package:
 - 1. Downtown Los Angeles
 - 2. West Los Angeles/Santa Monica Area
 - 3. Long Beach/San Pedro Area
 - 4. San Fernando Valley Area/Sepulveda
 - 5. San Diego Area
 - 6. Santa Barbara Area
 - 7. Loma Linda/Riverside/San Bernardino Area
 - 8. Southern Nevada (Las Vegas)
 - 9. Bakersfield
 - 10. Fresno
 - 11. Los Banos
 - 12. Auburn
 - 13. Reno
 - 14. Eureka
 - 15. Redwood City
 - 16. Rohnert Park
 - 17. San Francisco
 - 18. Santa Rosa
 - 19. Benicia
 - 20. Berkeley
 - 21. Chico
 - 22. Concord
 - 23. Martinez
 - 24. Oakland
 - 25. Pleasant Hill
 - 26. Travis Air Force Base in Fairfield
 - 27. Redding
 - 28. Sacramento
 - 29. Vallejo
 - 30. Livermore
 - 31. Menlo Park
 - 32. Hawaii
 - 33. Guam
 - 34. Samoa

35. Modesto
 36. Monterey
 37. Palo Alto
 38. San Jose
 39. Santa Cruz
 40. Stockton
11. Indicate the hours and type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.
1. Full-time employment
 2. Part-time employment 25 to 32 hours per week
 3. Part-time employment 17 to 24 hours per week
 4. Part-time employment 16 or less hours per week
 5. Shift work
 6. Intermittent
 7. Temporary employment lasting 5 to 12 months.
 8. Temporary employment lasting 1 to 4 months.
 9. Temporary employment lasting less than 1 month

HOW TO APPLY: The application forms can be obtained from the following location:

DELEGATED EXAMINING UNIT, (05/DEU)
VA Greater Los Angeles Healthcare System
11301 Wilshire Blvd.
Bldg. 258, Room 128
Los Angeles, California 90073
Telephone No: (310) 268-4150
FAX No. (310) 268-4929

WHERE TO FILE: Submit the completed application forms to the above address. Incomplete forms will delay eligibility. Applications mailed in government franked envelopes or faxes received from federal government agencies **will not be accepted** for employment consideration.

SALARY INFORMATION: For information regarding salary, please contact the Delegated Examining Unit.

UNITED STATES CITIZENSHIP REQUIRED
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER